



**IPC Sports Data  
Management System  
(SDMS)**

**Participant and License Management**

**User's Manual**  
for National Paralympic Committees (NPCs)

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## 1. INTRODUCTION

This chapter provides an introduction to the SDMS.

### 1.1. OBJECTIVE

This document describes some of the functionalities of the IPC Sport Data Management System (SDMS), a web-based application designed to securely capture, store and retrieve athletes' data, results, rankings and records that have been submitted by National Paralympic Committees (NPCs) and verified by the respective IPC Sport. This manual is targeted to NPCs and aims to assist their users in the following areas of the system:

- Participant Management (eg athlete registration, biography capture, sport class assignment)
- Licence Management (eg athlete license application and payment)

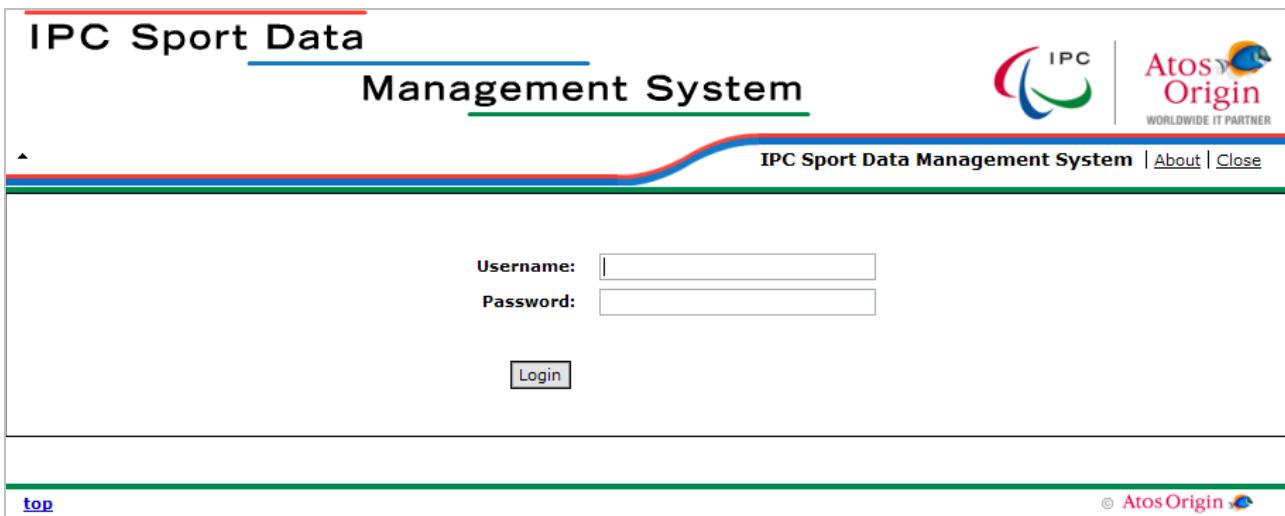
The IPC will publish other SDMS manuals to assist NPC with the competition and reporting related segments of the SDMS application in 2009.

### 1.2. ACCESS TO SDMS

The purpose of this section is to instruct user on the parameters to accessing their SDMS account. The SDMS application is accessible via the internet at the following link:

<http://www.paralympic.org/sdms>

On launching the SDMS, users will begin at the following page:

A screenshot of the IPC Sport Data Management System (SDMS) login page. The page has a header with the text 'IPC Sport Data Management System' and the IPC logo. It features a red, green, and blue swoosh graphic. On the right, there are links for 'IPC Sport Data Management System', 'About', and 'Close'. The main content area contains 'Username:' and 'Password:' fields with corresponding input boxes. Below these is a 'Login' button. At the bottom, there are links for 'top' and 'Atos Origin' with a small globe icon.

Initially each NPC obtains one (1) SDMS account to access all athletes from all sports captured in the system. However, NPCs may request, in writing, additional accounts to provide different users access on a sport specific level within their respective country/territory. In such cases, only one (1) additional



account will be issued by sport and a user will only have access to athlete data related to the respective sport. NPCs should contact the IPC SDMS Administrator for more information at [sdmsadmin@paralympic.org](mailto:sdmsadmin@paralympic.org).

The SDMS account user name and password will be delivered to each NPC via the official NPC email address. NPCs are requested during their first log-in session to personalise their password. In order for a password to be valid the following minimum standards apply:

- One (1) capital letter,
- One (1) small letter,
- One (1) numeric character,
- One (1) non-alphanumeric character (hyphen, asterisk, @-sign etc), and
- The password must be a eight (8) characters in length

Please be aware that all data flow between the user and the SDMS is protected via SSL encryption. For security reasons, the application automatically logs out the user after ten (10) minutes of inactivity. A warning message appears one (1) minute prior to the session logout.

SDMS account access will be deactivate in the case of five (5) consecutive invalid login attempts or the respective NPC is not in good standing with IPC Membership. NPCs facing challenges to access their accounts should contact the IPC SDMS Administrator for assistance at [sdmsadmin@paralympic.org](mailto:sdmsadmin@paralympic.org).

### 1.3. GENERAL LAYOUT

This section describes the general layout of the SDMS's user screen:

The **Right Upper Corner** includes general links as follows:

| [Change Password](#) | [Home](#) | [Processes](#) | [About](#) | [Help](#) | [Close](#)

<b>Change Password</b>	The link prompts the change process for the account password and the user's last login data is also provided through this link.
<b>Home</b>	The link directs the user back to the start screen.
<b>Processes</b>	The link shows the list of processes and each status. It is possible to view the log, the result of, stop or delete a process.
<b>About</b>	The link provides the user information on the current version of the application and its components.
<b>Help</b>	The link opens the SDMS User's Manual in .pdf file format
<b>Close</b>	The link conducts a user logout.



The **Left Upper Corner** (the 'Main Menu Bar') includes the following:



<b>Welcome</b>	The triangle next to the 'Welcome' statement to the user closes the SDMS application header to provide more viewing space on the screen.
<b>Participants</b>	The menu contains links to the Participant Management (Athlete Registration) and Licensing Management submenus.
<b>Competition and Events</b>	The menu contains a link for manual entry of sanctioned, patronage or approved IPC Sport competition results that have been hosted by the respective NPC. The menu will also include a link for an automatic results import function for such competitions.
<b>Reports</b>	The menu contains links to various reports the NPC is entitled to have access to for viewing, saving in pdf format or printing purposes. Athlete data sensitive reports are only accessible to the concerned NPC, while general reports on rankings and records, for example, are universally available.

#### 1.4. GENERAL FUNCTIONALITIES

This section covers the general functionalities that exist throughout the SDMS.

<b>User Coordinates in Application</b> You are here: <a href="#">Participants</a> » <a href="#">Participant Detail</a>	On every screen of the application the user's coordinates is displayed in hierarchical path format. User's can click on the underlined link in this path and will be led back to the previous screen. It is important to note that using this method of backward navigation provides the search parameter of the previous screen.
---	---

<b>Search Function</b> 	Each screen has a search functionality to target the user's data. Users specify their search parameter by entering text or select items from the dropdown search fields. The search is initiated by clicking the 'Search' button. Users may search up to 30 rows per page by indicating a number in the box adjacent to the search button. To clear a search, users must click on the 'Clear' button.
<b>Search Results Matrix Header</b> (eg of the participant search screen) 	In the result of each search conducted the information is displayed in columns and rows (a search result matrix). Users may manipulate the width of each column, change the order of the columns by drag-and-drop and sort by a column according to need. The current sorting column is indicated by a downwards pointing triangle.
<b>Add/Remove Column</b> 	Users may add or remove columns from the search results matrix by clicking on the 'Add/Remove Column' button.
<b>Print Search</b> 	Users may print all data in the search results matrix.
<b>Scroll</b> 	Users may scroll backward and forward through the pages of a search result in the case that there are more rows than one (1) page may contain. The total number of rows per page is shown adjacent to the scroll.



<b>Export</b> <a href="#">Export</a>	Users may export a search results matrix as a <i>tabulator separated text file</i> (file ending is .tsv). By renaming the file with a .csv ending, the data may also be opened using Microsoft Excel.
---	---

## 1.5. ATTACHMENTS

Any attachments submitted by an NPC as part of the participant registration process (outlined in Chapter 2) must meet the following standards:

<b>Copies of Passports and Driver's Licenses</b>	May be submitted in a .pdf file format not exceeding 1 MB and the quality of the scan should ensure that all information is legible. NPCs may submit documentation in hardcopy (but are encouraged to submit electronically via the SDMS).
<b>Copies of Completed and Dually Signed IPC Eligibility Code Forms</b>	
<b>Photo Submissions</b>	Must <ol style="list-style-type: none"><li>1. be recent and allow for easy recognition of the athlete being applied for license;</li><li>2. be plain white or light blue background with good contrast against the person (face and hair);</li><li>3. not include headgear, dark glasses and hair bands on the athlete, except for religious or medical reasons;</li><li>4. have the head of the athlete looking face-on; and</li><li>5. either be scanned and saved as .jpg (preferred), .gif or .png in medium to high quality; the width-to-height ratio is between 2:3 and 3:4 and be no larger than 250 KB</li><li>6. If submitted in hardcopy the size of the photo must be 35mmx45mm (and include the name of the participant on the back of the photo).</li></ol>
<b>Important Note</b>	For any material submitted in electronic format, the file name should have the following structure: <i>NPC_FamilyName_GivenName_DocType</i>



## 1.6. LETTERS AND NUMBERS

All text fields must be typed in English using letters and numbers in the following style.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
1	2	3	4	5	6	7	8	9	0																

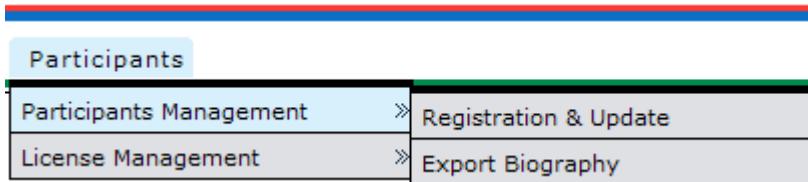
Please do not include accents of any kind. For special characters, please see the table for proper transcription;

Ñ	N
Ü	U
Ö	O
Φ	O
Æ	AE
ç	C
ß	SS
đ	D
þ	P
å	A



## 2. PARTICIPANT MANAGEMENT

This chapter covers the SDMS's 'Participant Management' function used to register participant (e.g. athlete, guide) data in the system. User's access the Participant Management application by clicking on the 'Participant' menu located in the upper left corner of the SDMS screen. The menu appears as follows:



Currently the only person type in the system is athletes. It is the IPC's intention to add other person types to the SDMS in the future, for example guides runners. Consequently, this chapter is focused on the athlete registration process.

In the initial launch of the SDMS, the IPC has migrated data from a substantial number of athletes by sport that it had on record either due to classification, ranking and/or record holding status. To this end, many NPCs will not be required to enter all new data for their athletes and their user(s) should initially conduct a search to see which athletes have been preliminarily loaded into the SDMS. NPCs only have access to participant profile data from their respective NPC.

### 2.1. REGISTRATION PART 1 – PARTICIPANT PROFILE

This section provides an overview of the steps and actions required to register a participant in the SDMS.

Go to '**Participants Management**' menu as shown in the image above: Participants → Participants Management → Registration and Updates. On the '**Registration and Update**' page, users may conduct a targeted search to review participants (in the current case athletes only) that are registered in SDMS. Before an NPC chooses to initially enter a new athlete in the SDMS, it's user(s) should conduct a search to ensure that the athlete has not already been registered with data previously available. Users may conduct a 'search all,' which is the default in the available search fields, or target their search to a specific participant by name, by gender, etc. Once a search is conducted the following fields appear in the search results matrix for those participants that have been registered in the system (both active and inactive):

- Participant ID
- Family Name
- Given Name
- Gender



- NPC
- Date of Birth
- Nationality

The layout of the matrix is as follows:

Participant Id.	Family Name	Given Name	Gender	NPC	Date of Birth	Nationality
1800	Bergmann	Max	Male	GERMANY	Nov 29, 1985	GERMANY

From the search, users may now double click on any participant to review the individual's '**Participant Profile**' page. The search also provides users three quick search icons on each participant that include the following:

Biography	This icon links to the participant's biography data.
Activation Status History	This icon links to the participant's history of activation (either Active or Non-Active).
Sport Class Data	This icon links to the participant's current sport class data overview.

It is important to note that once a participant is registered in the SDMS a unique 'Participant ID' has been permanently assigned to him/her and will be carried with them regardless of the sport and the duration of their sport career.

To register a new participant, users must go to the Participant '**Registration and Update**' page and click on the 'Add New' button located on the bottom of the page. The button appears as follows

Add New

The user will be brought to a blank 'Participant Profile' page ready for completion. The page appears as follows:

## Participant Profile

<b>NPC</b>	GERMANY	<b>Participant Type</b>	Athlete
<b>Participant Id.</b>		<b>Participant Status</b>	Active
<b>Family Name as of Passport</b>		<b>Given Name as of Passport</b>	
<b>Preferred Full Name</b>		<b>Biography Id.</b>	
<b>Gender</b>		<b>Date of Birth</b>	
<b>Nationality</b>			
<b>Nationality</b>		<b>Nationality Status</b>	To Review
<b>Document Type</b>		<b>Document Number</b>	
<b>Valid until</b>			
<b>Attach Passport Copy</b>	<input type="file"/> <a href="#">Browse...</a>		
<b>Eligibility</b>			
<b>Date</b>		<b>Eligibility Status</b>	To Review
<b>Attach Eligibility Form</b>	<input type="file"/> <a href="#">Browse...</a>		

On the 'Participant Profile' page the following general fields marked in yellow are mandatory for users to complete to start the registration process for a participant:

<b>NPC</b>	Displays the country/territory of the NPC. The designation is preloaded for the respective NPC.
<b>Participant Type</b>	Displays the type of participant (currently only 'Athlete').
<b>Family Name</b>	Input the family name as given in the current passport or identification document.
<b>Given Name</b>	Input the given name as given in the current passport or identification document.
<b>Preferred Name</b>	By default the preferred name is the same family name and given as provided in the relevant fields. Users may change the content of this field to a more familiar or common use of the participants name (if applicable). The relation between the passport name and preferred name should remain obvious.
<b>Gender</b>	Input the gender of the participant (Male or Female)
<b>Date of Birth</b>	Input the date of birth of the participant as shown on their passport or identification document. The data should be entered as follows: Month (Name)- Date (DD) - Year (YYYY).



Once completed and submitted a 'Participant ID' and a 'Biography ID' are permanently assigned to the participant by the SDMS.

To complete the registration process, users must minimally submit the required data and attachments in the nationality, eligibility and sport class sections. Only participants that have completed these sections will be considered for license validation.

On the 'Participant Profile' page '**Nationality**' subsection the following information is required to confirm a participant's nationality in accordance with the IPC's nationality policies:

<b>Type of Document</b>	Input the type of identification document being entered for the participant (either passport or driver's license)
<b>Document Number</b>	Input the passport or license number for the participant's identification document.
<b>Valid Unit</b>	Input the date of expiration on the passport or driver's license. The data should be entered as follows and be currently valid: Month (Name) – Date (DD) – Year (YYYY).
<b>Important Note</b>	In the case that a participant's nationality does not match with the NPC country/territory, a copy of the participant's passport or driver's license must be submitted as an attachment to the 'Participant Profile'. Please follow the attachment specifications as described in section 1.5.

In the case of athlete participants the IPC Athlete Nationality Policy applies. The policy document is available on the IPC website at

[http://www.paralympic.org/release/Main\\_Sections\\_Menu/IPC/IPC\\_Handbook/Section\\_2/Sec\\_ii\\_chapter\\_3.1\\_Athlete\\_Nationality\\_Policy.pdf](http://www.paralympic.org/release/Main_Sections_Menu/IPC/IPC_Handbook/Section_2/Sec_ii_chapter_3.1_Athlete_Nationality_Policy.pdf)

On the 'Participant Profile' page '**Eligibility**' subsection the following information is required as part of the participant's eligibility verification process.

<b>Date</b>	Input the date of the participant's signature to the IPC Eligibility Code Form.
<b>Attach Eligibility Form</b>	Attach the IPC Eligibility Code Form completed and signed by the athlete, his/her guardian (if applicable)



	and the NPC. Please follow the attachment specifications as described in section 1.5.
<b>Important Note</b>	Licenses will only be issued to participants that have a completed and dually signed IPC Eligibility Code Form. NPCs that upload unsigned forms or document other than the correct Eligibility Code Form may be subject to sanctions.

On the 'Participant Profile' page, a '**Participant Photo**' is required to be attached. If the NPC is unable to attach an electronic copy a hardcopy may be submitted, but is not preferred. Please follow the attachment specifications as described in section 1.5.

Additionally, on the 'Participant Profile' page is a '**Comment**' box, which is currently intended to be used by the NPC in managing its athlete data. Information placed in the comment box will not be considered by the IPC as part of the validation process.

Once 'Participant Profile' page is completed, users may initiate the following actions as specified on the buttons at the bottom of the page:

<b>Submit and Clear</b> <input type="button" value="Submit &amp; Clear"/>	Saves the data entered and progress the user to a blank 'Participant Profile' page.
<b>Submit</b> <input type="button" value="Submit"/>	Saves the current data entered, but allows the user to continue the registration process on the current 'Participant Profile.'
<b>Clear</b> <input type="button" value="Clear"/>	Clears all fields on the current 'Participant Profile,' without saving the data.
<b>Important Note</b>	<p>An error message appears after a data submission if one (1) or more fields contain invalid or incomplete data. To view the error reason, move the mouse cursor over the red field labels. (Examples include invalid dates, not all mandatory fields complete or file sizes exceeded the requisite limit.)</p> <p>Please remember that in order for data to be saved it must be submitted through one of the two submission options.</p>

**Now, the first step of athlete registration has been successfully finished! Congratulations!**



Upon continuing or later re-opening the 'Participant Profile' screen for a participant that the initial registration process has been completed, user's may now toggle the Status of the participant as 'Active' (default) or Inactive. In the case that an user turns a participant to an 'Inactive' status, the NPC should provide an official reason for change in status in the 'New Status Comments' text box.

Furthermore, the following buttons which were disabled during the registration procedure are now enabled.

<b>Sport Class Data</b>  <input type="button" value="Sport Class Data"/>	Links to the 'Sport Class Data' page used for assigning athlete participants to the relevant sport class(es) by sport. Instructions for completing the registration process for athlete participants by assigning sport class(es) is found in section 2.3.
<b>Delete Photos</b>  <input type="button" value="Delete Photo"/>	Deletes the attached photo of the participant (if uploaded).
<b>Activation Status History</b>  <input type="button" value="Activation Status History"/>	Links to a history overview of the activation changes made for the participant.
<b>Biography</b>  <input type="button" value="Biography"/>	Links to the participants biographical data. Instructions for completing the biography data submission process for a participant are found in section 2.4.
<b>Refresh</b>  <input type="button" value="Refresh"/>	Reloads the page without saving the data.
<b>Delete</b>  <input type="button" value="Delete"/>	<p>Deletes the participant from the SDMS.</p> <p>One or more participants can also be deleted via the search screen by checking all boxes in the beginning of each participant to be deleted and clicking the corresponding 'delete' button.</p> <p>An athlete participant can only be completely removed from the SDMS his/her class(es) have not been confirmed or results/ records are related to. Otherwise the attempt of deletion results in an error message.</p>



## 2.2. REGISTRATION PART 2 - PARTICIPANT SPORT CLASS DATA

This section provides an overview of the steps and actions required to assign a sport class(es) to an athlete participant in SDMS for submission and validation by the respective IPC Sport classifiers following the athlete undergoing classification evaluation. Upon opening a participant's 'Sport Class Data' page, the user will view the following screen:

You are here: [Participants](#) » [Participant Sport Class Data](#)

### Participant Sport Class Data

NPC	Participant Id.	Family Name	Given Name	Gender	Status
GERMANY	1800	Bergmann	Max	Male	Active

Sport	Discipline	Class	Class Status
ATHLETICS	Track	T13	Confirmed

[Add New](#) [Cancel](#) [Export](#)

In the header line the basic information about the athlete participant is highlighted, including NPC, Participant ID, Family and Given Names, Gender and activation Status. The matrix underneath the header contains all current classes related to each sport and discipline and the corresponding sport class status.

The following instructions outline how a user adds one or more sport class for an athlete participant:

<b>Add New</b> <a href="#">Add New</a>	Links to the 'Participant Sport Class Detail' page used for submitting sport classes to an athlete participant's sport class data page. Please note that sport class status of an athlete participant can only be changed by the IPC Sport. Therefore, the sport class status of all newly registered athlete participants is by default 'New.'
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You are here: [Participants](#) » [Participant Sport Class Data](#) » [Participant Sport Class Data Detail](#)

### Participant Sport Class Data Detail

NPC	Participant Id.	Family Name	Given Name	Gender	Status
GERMANY	1800	Bergmann	Max	Male	Active

Sport	ATHLETICS	Discipline	Field
Class	F13	Status	New

[Submit & Clear](#) [Submit](#) [Refresh](#) [Cancel](#) [Clear](#)



<b>Submit and Clear</b> <input type="button" value="Submit &amp; Clear"/>	Saves the data entered and progress the user to a blank 'Participant Sport Data Detail' page for consecutively adding sport class(es) to the athlete participant's 'Sport Class Data' page.
<b>Submit</b> <input type="button" value="Submit"/>	Saves the data entered and progress the user back to the 'Participant Sport Class Data' page.
<b>Clear</b> <input type="button" value="Clear"/>	Clears all fields on the current "Participant Sport Data Detail" page being entered

You are here: [Participants](#) » [Participant Sport Class Data](#)

### Participant Sport Class Data

NPC	Participant Id.	Family Name	Given Name	Gender	Status
GERMANY	1800	Bergmann	Max	Male	Active

<input type="checkbox"/> Sport	Discipline	Class	Class Status
<input type="checkbox"/> ATHLETICS	Track	T13	Confirmed

The following instructions outline how a user cancels one or more sport class for an athlete participant:

<b>Cancel</b> <input type="button" value="Cancel"/>	Cancels all sport classes checked in the matrix on the 'Participant Sport Class Data' page. A history of Sport Class cancellations is available to the SDMS Administration and the IPC Sport.
--	---

Once a user has assigned the relevant sport class(es) to an athlete participant, the participant is eligible to be licensed. Each licensed athlete with a 'new' sport class status will require undergoing classification evaluation prior to any results being accepted for ranking purposes.

An overview of sport-specific instructions related to sport class data submissions is available in **Appendix 1**.

### 2.3. REGISTRATION PART 3 – BIOGRAPHY

This section provides an overview of the steps and actions required to submit biographical information for participants in the SDMS. While submission of this information is not mandatory it is highly encouraged as it is used to provide the media and the general public with detailed information on the characteristics and personalities of athlete participants competing at IPC Competitions.



Upon opening a participant's 'Biography' page, the user will view the following screen:

IPC Sport Data Management System | [Change Password](#) | [Home](#) | [Processes](#) | [About](#) | [Help](#) | [Close](#)

You are here: [Participants](#) » [Participant Profile](#) » [Biography](#)

Atos Origin

### Biography

NPC	Participant Id.	Family Name	Given Name	Gender	Status
GERMANY	1753	Balde	Alhassane	Male	Active

Type of Disability

State/Prov./Territory of Birth

Marital Status  ?

Children (Names and Ages)

Former Names

City/Town of residence  Country of residence

Education

Occupation

Languages

Club/Team Name  City/town of Club/team

Country of Club/team

Coach

Preferred events and styles  ?

Debut

Nickname  ?

Hobbies

Sporting achievements  ?

The most influential person  ?

Who is your hero/idol

Opponent/Rival  ?

Most humorous sporting episode

Sporting philosophy or motto

The 'Biography' page contains several fields of key interest. Some fields have a description icon represented by a blue circle with a question mark , which displays information on the expected content for the field when the user's mouse passes over. Once a user has enter data into the 'Biography' page, he/she may save the information by clicking the 'Submit' button  or clear the field by the 'Clear' button  .

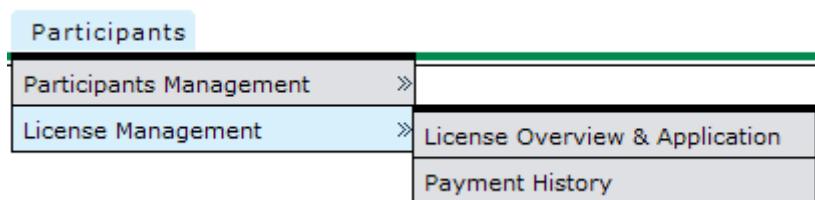
The SDMS has the capability to import biographical data for multiple registered athletes. For more information, NPCs should contact the SDMS Administrator at [sdmsadmin@paralympic.org](mailto:sdmsadmin@paralympic.org).

A flow chart displaying the Participant Registration process is attached in **Appendix 2**.



### 3. LICENSE MANAGEMENT

This chapter covers the SDMS's 'License Management' function used to license registered participants (e.g. athletes) for IPC competitions and grant them eligibility their results to be considered for ranking and records purposes (subject to the conditions that apply for classification and competition approval). User's access the License Management application by clicking on the 'Participants' menu located in the upper left corner of the SDMS screen. The menu appears as follows:



#### 3.1. MINIMUM REQUIREMENTS FOR IPC SPORT LICENSING

This section outlines the minimum requirements a participant must meet to be eligible for licensing. A participant must meet the following conditions to hold an IPC Sport License for a season:

1. Have his/her Nationality confirmed (Please refer to Chapter 2, Section 2.1).
2. Have his/her Eligibility confirmed (Please refer to Chapter 2, Section 2.1 – regarding the submission of the IPC Eligibility Code).
3. Have an 'Active' status (Please refer to Chapter 2, Section 2.1) and not be under sanction (eg doping offence, violation of fairplay, etc.).
4. Have a photo (Please refer to Chapter 2, Section 2.1).
5. In the case of athlete participants, have at least one (1) sport class assigned in the respective sport (Please refer to Chapter 2, Section 2.2).

#### 3.2. IPC SPORT LICENSE APPLICATION PROCESS

This section describes the step-by-step process to be followed by a user submitting IPC Sport License applications through the SDMS.

<b>Step 1</b>	Go to 'Participants Management' menu as shown in the image above: Participants → License Management → License Overview and Application. On the 'Overview and Application' page, users may conduct a targeted search to review registered participants that are eligible to apply for an IPC Sport License (meeting the minimum requirement stated above in 3.1). The search field are subdivided into two (2) sections ' <b>License Criteria</b> ' and ' <b>Participant Criteria</b> '.
---------------	---

A screen shot of the License Overview and Application page is below:

You are here: License Overview and Application

## License Overview and Application

**License Criteria**

Season	<input type="text" value="GERMANY"/>	License Status	<input type="text" value="&lt;All&gt;"/>	Search	15
NPC	<input type="text" value="GERMANY"/>	Sport	<input type="text" value="&lt;All&gt;"/>	Clear	
License Id	<input type="text"/>	Payment Reference	<input type="text"/>		

**Participant Criteria**

Participant Id.	<input type="text"/>	Given Name as of Passport	<input type="text"/>		
Family Name as of Passport	<input type="text"/>	Participant Type	<input type="text" value="&lt;All&gt;"/>		
Participant Status	<input type="text" value="&lt;All&gt;"/>	Nationality	<input type="text" value="&lt;All&gt;"/>		
Document Number	<input type="text"/>	Nationality Status	<input type="text" value="&lt;All&gt;"/>		
Eligibility Status	<input type="text" value="&lt;All&gt;"/>				
▲					

Total Participant in my team  Total Amount for my team

Participant Id.	Family Name as Given Name as License Id	Payment Reference	License Status
( Click on search button )			
<input type="checkbox"/> <input checked="" type="checkbox"/>			
<input type="button" value="Add to My Team"/> <input type="button" value="Clear My Team"/> <input type="button" value="License Payment"/> <input type="button" value="Export"/>			
<input type="button" value="Submit License"/> <input type="button" value="Active"/> <input type="button" value="View Log"/>			

### Step 2

Select the respective season and IPC Sport that a license is being applied and then initiate a search for the eligible registered athlete participants by clicking on the 'Search' button  . Users may use the other search fields to identify specific individuals or groups of athlete participants.

A screen shot of the License Overview and Application page following a search is below:

**License Criteria**

Season	<input type="text" value="Unknown Season"/>	License Status	<input type="text" value="&lt;All&gt;"/>	Search	15
NPC	<input type="text" value="GERMANY"/>	Sport	<input type="text" value="ATHLETICS"/>	Clear	
License Id	<input type="text"/>	Payment Reference	<input type="text"/>		

Total Participant in my team  Total Amount for my team

Participant Id.	Family Name	Given Name	License Id	Payment Reference	License Status
<input type="checkbox"/> 1800	Bergmann	Max	S00ATGER10000149	<input type="text" value="New"/>	<input type="button" value="▼"/>
<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> (1 records)					
<input type="button" value="Add to My Team"/> <input type="button" value="Clear My Team"/> <input type="button" value="License Payment"/> <input type="button" value="Export"/>					
<input type="button" value="Submit License"/> <input type="button" value="Active"/> <input type="button" value="View Log"/>					

<b>Step 3</b>	Check all athlete participants that a license should be applied for by clicking on the small box to the far left of each row. Once all athlete participants are selected press the 'Add to My Team' button <b>Add to My Team</b> at the bottom of the page. All added athlete participants are now coloured in red and the number of athlete participants and the total amount due in licensing fees are updated. A click on the 'Clear My Team' button <b>Clear My Team</b> cancels all operations and removes all selected athletes.
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A screen shot of the License Overview and Application page following the selection and addition of athlete participants to an NPC's team is below:

Total Participant in my team	1	Total Amount for my team	15.00														
<table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Participant Id.</th> <th>Family Name</th> <th>Given Name</th> <th>License Id</th> <th>Payment Reference</th> <th>License Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1800</td> <td>Bergmann</td> <td>Max</td> <td>S00ATGER10000149</td> <td>New</td> <td><input type="button" value="▼"/></td> </tr> </tbody> </table>				<input type="checkbox"/>	Participant Id.	Family Name	Given Name	License Id	Payment Reference	License Status	<input type="checkbox"/>	1800	Bergmann	Max	S00ATGER10000149	New	<input type="button" value="▼"/>
<input type="checkbox"/>	Participant Id.	Family Name	Given Name	License Id	Payment Reference	License Status											
<input type="checkbox"/>	1800	Bergmann	Max	S00ATGER10000149	New	<input type="button" value="▼"/>											
<input type="button" value="Add to My Team"/> <input type="button" value="Clear My Team"/> <input type="button" value="License Payment"/> <input type="button" value="Export"/>																	
<input type="button" value="Submit License"/> <input type="button" value="Active"/> <input type="button" value="View Log"/>																	

<b>Step 4</b>	Check the accuracy of the selections and once confirmed click on the 'License Payment' button <b>License Payment</b> to proceed to the 'License Payment Confirmation' page.
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A screen shot of the License Payment Confirmation' page is below:

You are here: [Participants](#) [Licenses List](#) > License Payment Confirmation

License Payment Confirmation																				
NPC	Season	Sport																		
GERMANY	Unknown Season	ATHLETICS																		
Amount	15.00	Reference Number																		
<input type="checkbox"/> Credit Card		Security Number																		
Credit Card Type	<None>																			
Titular		Valid Until																		
<input type="checkbox"/> IPC Account where to perform the payment																				
<table border="1"> <thead> <tr> <th>Participant Id.</th> <th>Family Name</th> <th>Given Name</th> <th>Document Number</th> <th>Gender</th> <th>Nationality</th> <th>License Id.</th> </tr> </thead> <tbody> <tr> <td>1800</td> <td>Bergmann</td> <td>Max</td> <td>Not Provided</td> <td>Male</td> <td>GERMANY</td> <td>S00ATGER10000149 </td> </tr> </tbody> </table>							Participant Id.	Family Name	Given Name	Document Number	Gender	Nationality	License Id.	1800	Bergmann	Max	Not Provided	Male	GERMANY	S00ATGER10000149 
Participant Id.	Family Name	Given Name	Document Number	Gender	Nationality	License Id.														
1800	Bergmann	Max	Not Provided	Male	GERMANY	S00ATGER10000149 														
<input type="button" value="Confirm Payment"/> <input type="button" value="Print Invoice"/> <input type="button" value="View Log"/>																				

All previously selected athletes are now listed and individuals can be removed by clicking on  icon on the far right of each row.

<b>Step 5</b>	<p>Choose the way of IPC Sport License payment: either via bank transfer (the bank account information to be shown on the printed invoice) or via major credit card. In the latter case, enter the credit card number, the security number (PIN), credit card type, <b>titular</b> and the date of expiration (month and year). Once complete, click on the 'Confirm Payment' button <b>Confirm Payment</b> and confirm the action by pressing "Ok" on the prompt.</p> <p>Wait, until the process is finished and the following notification is made:</p> <p> <b>Last process finished successfully.</b></p> <p>The payment information has been securely transferred to the IPC and processed in the SDMS.</p> <p>Please note that only complete and correct payment information will result in a successful payment notification.</p>
<b>Step 7</b>	<p>Print an invoice for record keeping purposes by clicking the 'Print Invoice' button <b>Print Invoice</b>. A .pdf copy of the invoice with all important payment details and amounts is generated after this action. The IPC Sport License payment process is complete and the IPC Finance Department will proceed with processing/tracking the payment.</p>

Once the payment process has been complete for an athlete participant, his/her license status is set 'To Be Confirmed'. The license status for each athlete participant for a specific season can be searched in the 'Participant Licenses Overview and Application' page.

### **3.3. FINALIZATION OF THE LICENSE PROCESS**

The IPC Finance Department will regularly export all payment details submitted by NPCs. Once this process has commenced the license status of an athlete participant changes set to 'Transferred to Bank.' For credit card payments, the data is used to debit the amount directly from the credit card. In the case of bank transfers, the IPC Finance Department will track receipt of the payment to the IPC bank account. Once all payments for an NPC have been successfully received, the athlete participants license status is set to 'Active' status.

It is the IPC's intention in the future, to produce ID cards (once upon registration) and printable license cards in .pdf format (annually per season) for



each athlete participant. NPC's will be responsible for distributing individual ID and license cards to their respective athletes.

### **3.4. PAYMENT HISTORY**

A user may check an NPC's Payment History by going to the 'Participants' → 'License Management' → 'Licenses Payments History' menu. All license payments for the NPC are shown including the payment number, season, sport, amount paid and payment status. The following actions can be performed on this page:

Print 	Prints the related invoice for a specific payment.
Open Detail 	Opens a detailed list of all athlete participants who have been paid for in a specific payment.



## APPENDIX 1 – Sport Specific Class Data Instructions

### **Athletics**

An athlete participant in IPC Athletics can be assigned to a maximum of three (3) sport classes at any point in time. The following applies:

- Select sport ‘Athletics’ and discipline ‘Track’ to choose an athlete participant’s ‘T’- sport class’ (eg T54).
- Select sport ‘Athletics’ and discipline ‘Field’ to choose an athlete participant’s ‘F’-class (eg F44).
- Select sport ‘Athletics’ and discipline ‘Pentathlon’ to choose an athlete participant’s ‘P’-class (e.g. P12).

### **Swimming**

An athlete participant in swimming can be assigned to a maximum of three (3) sport classes in both the ‘Long Course’ (LC) and ‘Short Course’ (SC) disciplines. An athlete participant can only be assigned to one (1) sport class in the ‘Open Water’ (OW) discipline. Therefore, in the case that the swimmer competes in both LC and SC, each class S, SB, and SM needs to be assigned to the specific discipline.

- Select sport ‘Swimming’ and discipline ‘Long Course’ to choose the S-class, the SB-class, and the SM-class.
- Select sport ‘Swimming’ and discipline ‘Short Course’ to choose the same S-, SB-, and SM-classes as for ‘Long Course’.
- Select sport ‘Swimming’ and discipline ‘Open Water’ to choose the same S-class as before.

It is not necessary to assign sport classes to a discipline if the athlete is actively competing in the respective discipline and is seeking to achieve results.

### **Powerlifting**

Even if the concept of ‘classes’ do not apply in powerlifting, it is necessary to assign the SDMS Powerlifting class called ‘Eligible’ so that these athletes can be related to this sport and potential license applications.

- Select sport ‘Powerlifting’ and choose the class ‘All bodyweight categories’.

### **Shooting**

An athlete participant in shooting can be assigned to a maximum of two (2) sport classes at any point in time.

- Select sport ‘Shooting and choose the class ‘SH1’ and/or ‘SH2’.

### **Wheelchair Dance Sport**

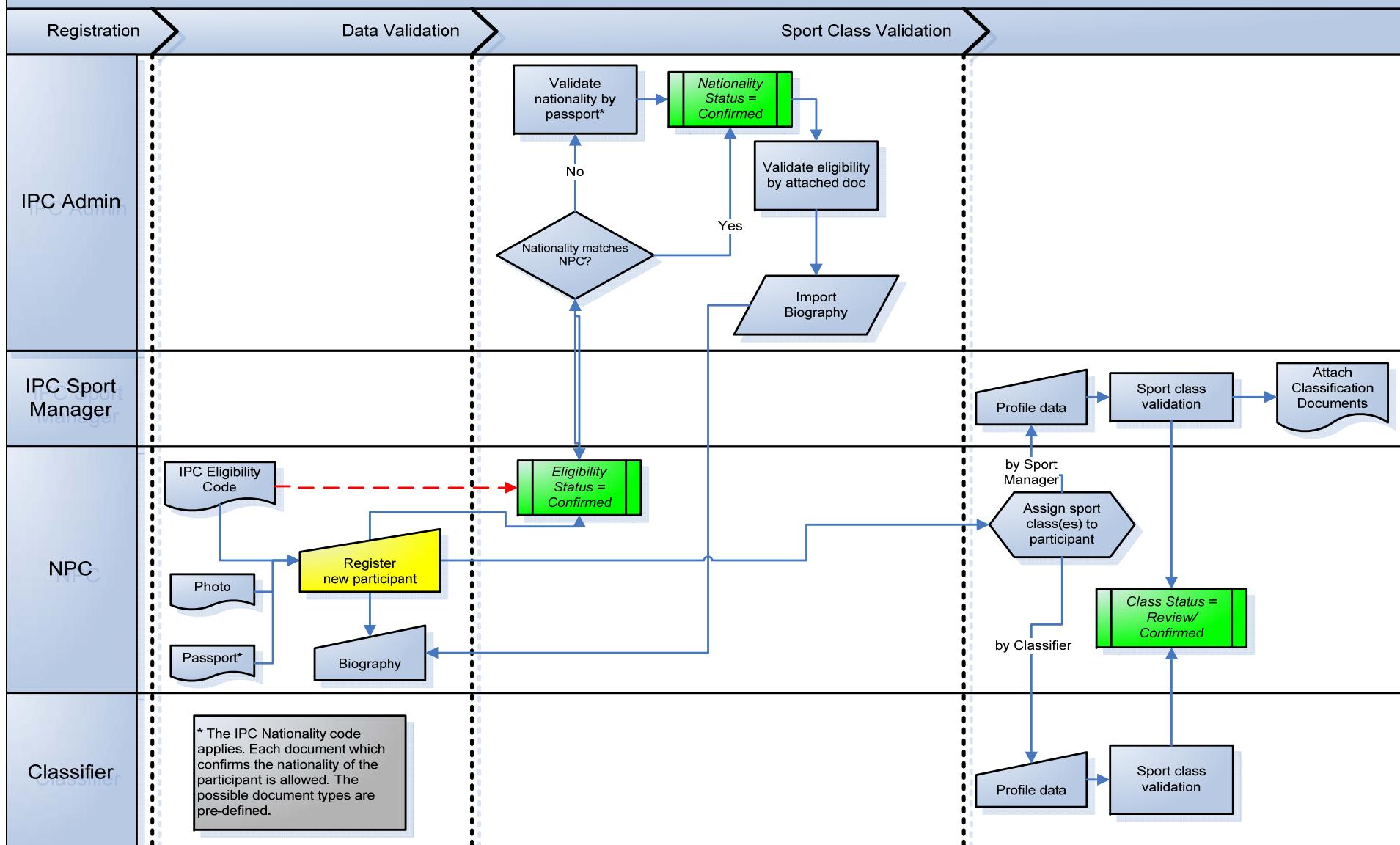
An athlete participant in wheelchair dance sport can be assigned to one (1) sport class.

- Select sport ‘Wheelchair Dance Sport’ and choose either ‘Class 1’, ‘Class 2’, or for a standing partner ‘Standing’.

## APPENDIX 2 – Participant Registration Process Flow Chart

### I. Participant Registration Process

Standard process for new participant registration



## APPENDIX 3 – Participant Registration Process Flow Chart

